

Social Work CEU Training Sponsorship for Outside Agencies

Mid Shore Behavioral Health, Inc. will sponsor Continuing Education Units (Social Work - Category I & II) for outside agencies one (1) time per fiscal year, per agency.

1. Criteria

a) **Training Programs must:**

- Reflect what and how participants will learn new information and integrate it into current or future practice with clients;
- Enhance participant's abilities to render accepted social work practice and be consistent with the values and principles of the Maryland Board of Social Work Examiners (See COMAR Regulations) and National Association of Social Workers Code of Ethics;
- Enhance and improve participant's professional skills, knowledge base, and competence;
- Reflect current and potential future challenges social work practitioners will face; and
- Be well researched and documented in professional/academic journals and literature. A reference list will be made available to participants to encourage further study on the topic area.

b) **Presenters must:**

- Have a Bachelor's or Master's in Social Work from a Council on Social Work Education accredited program or advanced degree in a discipline that frequently collaborates with social workers (medicine, pharmacy, psychology, human service management, etc.) or demonstrate expertise in related subject area;
- Demonstrate an understanding of adult learning styles and have the ability to incorporate appropriate techniques into a presentation; and
- Be familiar with Continuing Education target audience.

2. Prior to Training

a) As an approved sponsor through the Maryland Board of Social Work Examiners (MBSWE) to offer these CEUs, MSBH must receive the following information from the requesting agency at least **30 days prior** to the training:

- Bio / CV of all presenters;
- Flyer / Brochure of the training;
- Overview of the presentation and 3-5 Learning Objectives;
- Agenda that outlines the times of topics discussed. Breaks, meals, registration, networking, and welcome/wrap-up times must all be outlined as well, but cannot count towards credit hours;
- Copy of all presentations and handouts;
- Sample evaluation form.

- b) Requesting agencies will ensure all marketing materials include the following statement:

Continuing Education Units (CEUs) provided by Mid Shore Behavioral Health, Inc. Mid Shore Behavioral Health, Inc. is an approved sponsor of the Maryland Board of Social Work Examiners for continuing education credits for licensed social workers in Maryland. Mid Shore Behavioral Health, Inc. maintains responsibility for these programs.

3. **Registration Requirements:**

- a) Participant registration is the responsibility of the requesting agency.
b) At least **1 week prior** to the training date, the requesting agency must submit a copy of the registration list of participants needing CEUs.
c) The requesting agency must call MSBH or email ehorney@midshorebehavioralhealth.org to arrange for pickup of the completed certificates.

4. **Post-Training Requirements:**

- a) Within **2 weeks following** the training, the following items will need to be submitted to MSBH:
- A copy of the completed sign-in sheet;
 - A copy of all completed evaluation forms from participants (either hardcopy or a scanned PDF); and
 - Any unclaimed certificates (# of evaluations should match # of certificates given out).

For more information: Please contact Erica Horney, Communications Specialist, at ehorney@midshorebehavioralhealth.org, or 410.770.4801, ext. 302.